

**FAX COVER SHEET**  
**FOR FILING IN THE KING COUNTY SUPERIOR COURT**  
**OF THE STATE OF WASHINGTON (per GR 17)**  
*ONLY FOR DOCUMENTS TO BE FILED IN THE COURT FILE -- FEE REQUIRED*

**Fax Number: (206) 296-7796**

**Fax Clerk Number: 296-9300**

For Filing in Cause Number: \_\_\_\_\_

Case Caption: \_\_\_\_\_

VS.  
\_\_\_\_\_

**Number of Pages (not counting this Cover Sheet):** \_\_\_\_\_

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Fax filing is available 24 hours per day, 7 days per week. Documents received after 4:30 on a business day will be date stamped for the following business day.

**FAX FEE:** Pay your fax fee by sending a check or money order immediately for your "fax fee," which is \$3.00 for the first page of each document and \$1.00 for each additional page per document- No charge for the cover sheet. Payment by credit card is not available.

**FILING FEES:** Documents requiring filing fees may *not* be faxed; these include, but are not limited to, original petitions or complaints, jury demands, writs, notices of appeal, and petitions to modify child support.

**DOCUMENT IDENTIFICATION:** Note Sent On (date) via fax for filing in King County Superior Court on the first page, bottom margin, of each document. Also note where the original document is located. You are required to keep the original document you have filed by fax until at least 60 days following case disposition.

**Never Busy Fax:** The Clerk has subscribed to U.S. West's Never Busy Fax program whereby customers should never receive a busy signal.

**REQUIRED**

**FAX FEE REMITTANCE CERTIFICATION**

**IMPORTANT**

**FAX FEE PAYMENT NOTICE:** I am mailing my check/money order today, payable to "King County Clerk," to **ATTN: Fax Clerk, King County Superior Court Clerk, 516 - 3rd Ave., Room E-609, Seattle, WA 98104-2386**, for \$\_\_\_\_\_ representing the "fax fee" of (\$3.00 for the first page of each document and \$1.00 for each additional page per document-*No charge for the cover sheet*) for \_\_\_\_\_ pages of the accompanying document. (A photocopy of this Cover Sheet must accompany the mailed fee.)

Signature \_\_\_\_\_

*Unpaid Fax Charges may be subject to collection procedures.*

**USE A SEPARATE COVER SHEET FOR EACH DOCUMENT TO BE FILED**